

ADMINISTRATIVE - INTERNAL USE ONLY

COMPONENT: _____

1. How many officers in your component have classification authority for TOP SECRET _____, SECRET _____, CONFIDENTIAL _____?
2. How many officers in your component have authority to exempt?
3. How are classification officers selected?
4. How many papers are classified by each officer each month?
5. Do classification officers have written delegation of authority to classify?
6. Do secretaries know level of classification authority for their supervisors?
7. Do you have a training course for classification officers?
8. How often is the course run?
9. Do you have refresher training? If so, how often?
10. Are new officers allowed to exercise classification authority before training?
11. Do you have a program to familiarize all employees with the Executive Order, the NSC Directive
12. Are there any written office guidelines on determination of level of classification?
13. Are there any checks to determine whether material is properly classified? If so, who is responsible? Describe the system.
14. Who is the component authority in case of dispute on level of classification or exemption from declassification?

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(See other side)

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15. Have you established any system for review of material previously classified with the object of downgrading or declassifying?
16. What percentage of your material is exempt from declassification?
17. What percentage of exempted material is covered by Exemption Category 1? 2? 3? 4?
18. Under what circumstances do you use Warning Notice - Sensitive Intelligence Sources and Methods Involved?
19. Do you use pre-classified forms? How often is classification reviewed?
20. In general, has there been a significant change in classification levels used on written material since the issuance of Executive Order 11652? Please compare FY-72 and FY-73 to arrive at your estimate.
21. Are officers with classification authority actually permitted to determine classification without review by the head of the operating component?

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18 Subject

Approved For Release 2005/06/29 : CIA-RDP76-00593R000100100007-2

11 FEB 1974

MEMORANDUM FOR: Office of the Director (Mr. Evans)
Deputy Director for Operations
Deputy Director for Intelligence
Deputy Director for Management & Services
Deputy Director for Science & Technology

SUBJECT : Classification/Declassification of Information

STAT 1. All government departments and agencies are required to conduct an annual review of their own administration of directives on classification, downgrading, declassification and safeguarding of National Security information. In this connection, the Office of the Inspector General is involved in a survey to determine whether Agency officers with classification authority are complying with the guidelines established under Executive Order 11652, the NSC Directive of 17 May 1972, and [] We have prepared the attached questionnaire which we are asking you to forward to your operating components. It would be helpful if we could have their responses no later than 28 February 1974.

2. It is important to note that substantive intelligence and cable traffic are not relevant to the survey, and responses to the questionnaire should therefore exclude these categories.

3. The Inspection Team will also conduct random interviews in each Directorate and will spot-check files as necessary to complete the survey. It is not the intent of this survey to identify specific classification abuses.

[]
S. D. Breckinridge
Acting Inspector General

Attachment A/S

- 8 copies to Mr. Evans
12 copies to each Directorate
1 - IG Chrono
1 - IG Subject

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